



TOWN OF CHESHIRE

Police Chief

General Purpose:

Under the administrative and policy direction of the Board of Selectmen, the Chief of Police is the Chief Administrative Officer of the Town of Cheshire Police Department, in accordance with M.G.L. Chapter 41, Section 97 serving as the final Department authority in all matters of policy, operations and employee discipline as well as short and long term planning, administration, staffing, rules and regulations within the Department and for the enforcement of all laws and bylaws within the Town of Cheshire's legal jurisdiction as well as coordination with outside agencies/Departments on law enforcement-related matter. The employee is required to perform all similar or related duties.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, coordinates, controls, and directs the provision of police law enforcement operations including the development of the Department's organization structure/staffing in order to enforce all laws which the Department or its officers have the authority to execute including emergency management, Homeland Security and in accordance with the Town's personnel bylaw.

Patrols assigned areas of the town in a police issued vehicle or on foot performing the duties of a police officer consistent with the obligations imposed by the oath of office to identify criminal offenders and criminal activity and, where appropriate, apprehend offenders, aid individuals who are in danger of physical harm, facilitate the movement of vehicular and pedestrian traffic, and participate in subsequent court proceedings.

Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

Supervises the requisition or purchase of equipment and supplies, the issuance of license and collection and disposition of fees, the preparation of annual operating and capital budgets, the keeping of official department records.

Organizes, directs and controls all Department staffing, materials, and equipment resources to establish a daily routine and tasks for all personnel of the Department including the most effective utilization of all Department resources.

Responsible for identifying, evaluating, and managing the risks and hazards impacting public safety and the quality of life in the community; reports to incidents, investigates/assigns cases to members of the Department.

Provides and oversees the organizational structure and employee performance of all Department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all Department personnel.

Prepares and coordinates the presentation of the Department's annual operating and capital budgets; directs the implementation of the Departments' budget; plans for and reviews specifications for new or replaced equipment and controls the expenditures of the Department within annual budgeted appropriations; performs clerical work including the issuance of licenses and permits, mailings, data entry etc., as necessary.

Reviews, administers, and develops the Department's operating and capital budget plans to insure adequate and timely replacement and/or repair of the Department's capital equipment.

Responds to incidents and ensures command at the scene of emergencies in accordance with Department policies; National Incident Command System (NIMS) and Incident Command System (ICS).

Oversees the maintenance of the Police Department equipment and fleet; maintains and controls access to Police Department records, statistical data, evidence and property control.

Represents the Town and Department at various local and/or state ceremonial events.

Communicates with and attends public events as requested by various local organizations, service clubs and civic groups.

Initiates the investigations of alleged or apparent misconduct by Department personnel as required.

Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the Department's role in the judicial and administrative process.

Oversees the design and implementation of the Department's community relations, press releases, relations with the media, and community policing programs; attends related meetings as required.

Provides information and reports regarding the police Department's activities and operations as may be required for the Department's relations with local citizens, the local government and other related agencies.

Conducts independent research and prepares various reports for local, state and federal authorities as required regarding Department operations.

Coordinates and cooperates with State and federal law enforcement authorities such as Emergency Management and Homeland Security as necessary.

Responsible for communication with the public, media, local, state, and federal officials relating to all activities of the Department; coordinates with other local, state, and federal agencies as situations dictate.

Establishes a routine of daily duties to be performed by police officers and designate an officer to assume command of the Department (as per command protocol) in his/her temporary absence; ensures that all members of the Department have available to them copies of the Department's Rules, Regulations, Policies, and Procedures.

Promulgates all general, personnel, and special orders of the Department and issues orders, written and oral consistent with the powers, duties and responsibilities of the Police Chief position.

Informs himself/herself of the affairs of the Department including the analysis of reports, statistics, professional journals and other information to recognize trends and develop response measures to be assured that the duties and responsibilities of subordinates are being properly discharged.

Adopts, promulgates, and amends all policies and standard operating procedures for the Department, providing for the maintenance, regulation, control and operation of the Police Department.

Provides regular reports to the Town Administrator for the purpose of reporting various aspects of the Police Department's operations; participates in meetings, conferences, and regional discussions for the purpose of information gathering and exchange.

Oversees the maintenance of all records and statistics required by local, state and federal agencies and statutes; and provides the necessary documentation as required by those entities.

Reviews and prepare court cases for the Department with the District Attorney's Office on a regular basis.

Prepares grants to apply for federal and state funding; administers grants.

Exercises general supervision and inspection of all public places within the Town and causes the laws and ordinances concerning them to be obeyed.

Ensures that all Department personnel are kept abreast of new statutes or changes in existing laws, techniques, methods of safety and other developments in the field of law enforcement.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical and Mental Requirements: The Police Chief must possess the ability to meet the required physical standards of age, height, weight and strength as required by the Massachusetts Criminal Training Council. While performing the duties of this job, the employee is frequently required to sit, talk or hear and is required to stand, walk, use hands to finger, handle or operate objects or to reach with hands and arms to climb or balance. stoop, kneel, crouch crawl, smell or smell.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate a motor vehicle safely for prolonged periods of time in all weather conditions, at high rates of speed, and to fire a gun in an accurate manner.

Visual/Auditory Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes, as well as to review non-written materials such as maps or blueprints. The employee is required to determine color differences. Must be able to distinguish sounds such as voice patterns and be able to communicate orally. Specific vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust and focus.

Recommended Minimum Qualifications:

Education and Experience: Minimum of a Bachelor's Degree with a Master's Degree preferred or a master craftsman level of trade knowledge in Criminal Justice, Public Administration or a related field; a minimum of ten (10) years of progressively responsible experience in the law enforcement field with at least five (5) years' experience at a command or supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Massachusetts Class D Motor Vehicle Operator License; CPR/First Responder Certification; Massachusetts Class A License to carry firearms; Appointee must hold or meet the certification requirements of the Massachusetts Criminal Justice Training Council pursuant to M.G.L. Ch. 41, Section 96-B set forth for police officers and Police Chiefs. As a condition of employment, the employee must pass a pre-employment physical and psychological examination as well as a CORI certification.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.